

<b>RECORDS RETIREMENT REQUEST</b>				ASSIGNED BY RECORDS CENTER JOB NO.	
<i>Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.</i>				FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.	
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)					
TO: Chief, Records Center.		FROM: (Office)		DIVISION	
		BRANCH		SECTION	
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW					
DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A. RECORDS SHELF LIST (Check appropriate box below.)					
<input type="checkbox"/> SHELF LIST ATTACHED			<input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER		
CLASSIFICATION OF RECORDS			FILE EQUIPMENT OCCUPIED BY RECORDS		
			<input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (specify)  <input type="checkbox"/> LEGAL                              _____ NUMBER OF DRAWERS		
APPROXIMATE REFERENCE ACTIVITY PER MONTH					
LOCATION OF RECORDS					
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF RECORDS CUSTODIAN	
PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)					
TYPE OF MATERIAL					
<input type="checkbox"/> RECORD <input type="checkbox"/> NON-RECORD					
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")					
DISPOSITION AUTHORIZATION					
CITE SCHEDULE OR AUTHORITY					
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF AREA RECORDS OFFICER	

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
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STORAGE LOCATION

DISPOSAL ACTIVITY

AUTHORITY FOR DISPOSAL

REMARKSRECEIPT PROCESSING

<p style="text-align: center;"><b>RECORDS SHELF LIST</b></p> <p><i>NOTE: Prepare in duplicate and submit original to Records Center</i></p>			JOB NO.
			TOTAL NO. OF CONTAINERS
OFFICE	DIVISION	BRANCH	SECTION
CONTAINER NO.	DESCRIPTION AND DATES		

INSTRUCTIONS FOR REQUESTER: 1. Provide name and retain triplicate  
A-RDP70-00211R000700240007-0  
for suspense. 2. Send rest of set to Records Center. 3. Upon return of  
duplicate destroy suspense. (Destroy Duplicate When No Longer Needed).

MCGREGOR & WERNER, INC., WASHINGTON 9, D. C.

REMARKS

RECEIVED BY			SPACE LOCATION	SERVICED BY	DATE SENT	COURIER RCST No	NUMBER SENT	PENDING	NOTIFIED	POSTED
M	T	INITIALS								

BOX NO. OF BOXES	JOB NO.	BOX NO. OF BOXES	
OFFICE	DIVISION	OFFICE	DIVISION
Approved For Release 2005/11/21 : CIA-RDP70-00211R000700240007-0			
BRANCH	SECTION	BRANCH	SECTION
FILE SERIES		FILE SERIES	
STARTS		STARTS	
ENDS		ENDS	
EXCEPTIONS		EXCEPTIONS	
Approved For Release 2005/11/21 : CIA-RDP70-00211R000700240007-0			
RECORDS STORAGE BOX LABEL			
FORM NO. 14 1 JUL 54	REPLACES FORM NO. 36-288 WHICH MAY BE USED.	(35)	FORM NO. 14 1 JUL 54
REPLACES FORM NO. 36-288 WHICH MAY BE USED.		(35)	REPLACES FORM NO. 36-288 WHICH MAY BE USED.

THIS FILE HAS BEEN  
CHARGED TO YOU

IF FILE IS TRANSFERRED CALL EXT.

3801 -

PLEASE RETURN WITHIN ONE WEEK TO: Approved For Release 2005/11/21 : CIA-RDP70-00211R000700240007-0